

PUBLIC

LIBRARY

BOARD

BYLAWS

CHECKLIST

PUBLIC LIBRARY BOARD BYLAWS

A Checklist

All library boards need to assure continuity and consistency for their legal, financial, and policy-making activities. Written bylaws are accepted tools for doing this. Bylaws cover the basic structure under which the board conducts its business. These bylaws should not conflict with any local, state, or federal laws or regulations. The board may want to examine several sets of bylaws from other libraries when revision is necessary. The bylaws of most boards will include at least the following:

Purpose

- Vision
- Mission
- Goals

Legal Authority

- Appointments and Vacancies
- Terms of Members
- Authority

Parliamentary Authority

Conflict of Interest

Schedule of Meetings

- Regular meetings
- Special meetings

Executive Sessions

Quorum

Order of Meetings

- Agendas
- Meeting Announcements

Officers

- List of Officers
- Qualifications
- Duties
- Election
- Terms
- Removal

Committees

- Standing
- Special

Policies

- Financial (including Gifts)
- Personnel
- Service

Staff Relationships

- With Director
- With Staff

Procedure for Amending Bylaws

*APPENDIX
B*

*PUBLIC
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ORIENTATION
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